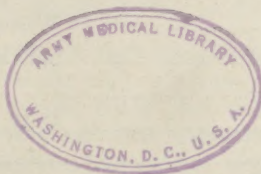


Minnesota. State Board of
Health and Vital Statistics

**The
Minnesota State Board
of Health**

***Organization
and Functions***



A. J. CHESLEY, M.D.,
Secretary and Executive Officer
1949

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1949
C.I.

THE STATE BOARD OF HEALTH, 1949

T. B. Magath, M.D., Rochester, president
Ruth E. Boynton, M.D., Minneapolis, vice president
F. W. Behmler, M.D., Morris
F. E. Bass, C.E., Minneapolis
M. Sidney Hedeon, D.O., St. Paul
C. V. Netz, Ph.D., Minneapolis
T. H. Sweetzer, M.D., Minneapolis
L. M. Thompson, Little Falls
W. L. Webb, D.D.S., Fairmont

A. J. Chesley, M.D., secretary and executive officer
R. N. Barr, M.D., M.P.H., deputy executive officer

SECTION CHIEFS, 1949

Departmental Administration.....Jerome W. Brower, LL.B., M.A.
Special Services.....Robert N. Barr, M.D., M.P.H.
Preventable Diseases.....D. S. Fleming, M.D., M.P.H.
Medical Laboratories.....Henry Bauer, Ph.D., (acting)
Environmental Sanitation.....Herbert M. Bosch, M.P.H.

DISTRICT DIRECTORS, 1949

District 1 (Bemidji).....G. A. Miners, M.D.
District 2 (Mankato).....A. G. Liedloff, M.D.
District 3 (Rochester).....V. O. Wilson, M.D., M.P.H. (acting)
District 4 (Duluth).....M. M. Fischer, M.D. (acting)
District 5 (Worthington).....B. O. Mork, M.D.
District 6 (Minneapolis).....A. B. Rosenfield, M.D., M.P.H.
District 7 (Fergus Falls).....Vacant
District 8 (Little Falls).....E. J. Simons, M.D.

THE STATE BOARD OF HEALTH

The State Board of Health is the official public health agency of the State of Minnesota. It consists of "nine members, learned in sanitary science . . . appointed by the Governor." The members of the Board serve without compensation for terms of three years.

The Board of Health is required by law to meet at least once each quarter, and as often at other times as it deems necessary. The Board elects a president from among its members, and a secretary who may or may not be a member of the Board. The president presides at the meetings of the Board, and, in the absence or disability of the secretary, performs the duties of that officer. The president of the Board receives no pay for his services.

The secretary of the Board is the executive officer of the Board and of the Minnesota Department of Health, through which the Board performs its duties. He is also state registrar of vital statistics. The secretary of the Board devotes his entire time to this office at a salary set by the Board.

Appropriations for Public Health

The State Legislature makes appropriations of funds to the State Board of Health to enable it to carry out its duties in protecting the health of the people of the state.

Since 1936, these state funds for public health have been augmented by federal funds appropriated by Congress for the expansion of public health work. The state treasurer of Minnesota is custodian of these funds, which are received from the United States Children's Bureau and the United States Public Health Service. The money is expended in accordance with plans prepared by the State Board of Health. Plans for maternal and child health services must be approved by the Children's Bureau and plans for general public health services must be approved by the U. S. Public Health Service.

Powers and Duties of the State Board of Health

The general powers and duties of the State Board of Health are given in Minnesota Statutes 1945, Section 144.05, as follows:

"The State Board of Health shall exercise general supervision over all health officers and boards, take cognizance of the interests of health and life among the people, investigate sanitary conditions, learn the cause and source of diseases and epidemics, observe the effect upon human health of localities and employments, and gather and diffuse proper information upon all subjects to which its duties relate. It shall gather, collate, and publish medical and vital statistics of general value and advise all state officials and boards in hygienic and medical matters, especially those involved in the proper location, construction, sewerage and administration of prisons, hospitals, asylums, and other public institutions. It shall report its doings and discoveries to the

legislature at each regular session thereof, with such information and recommendations as it shall deem useful."

In addition, some special powers and duties are given to the Board of Health by the Statutes. These include the following:

1. To adopt regulations which have the force of law for the protection of the public health.
2. To administer the laws relating to the reporting of births and deaths.
3. To order the dangerous pollution of drinking waters to be discontinued.
4. To hold hearings and issue orders in relation to offensive trades.
5. To inspect and license hotels, restaurants, resorts, and small boats.
6. To examine, license, and administer the special laws relating to the licensing of plumbers, embalmers, and funeral directors.
7. To provide instruction for the safeguarding of maternity and infancy.
8. To administer the state narcotics law.
9. To inspect and license hospitals, rest homes, maternity homes, and homes providing chronic and convalescent care for the aged and infirm.

The power of the Board of Health to adopt regulations having the force of law is found in Section 144.12 of the Minnesota Statutes 1945, which reads in part as follows:

"The board may adopt, alter, and enforce reasonable regulations, of permanent application throughout the whole or any portion of the state, or for specified periods in parts thereof, for the preservation of the public health. Upon the approval of the attorney general and the due publication thereof, such regulations shall have the force of law, except in so far as they may conflict with a statute or with the charter or ordinance of a city of the first class upon the same subject. . . ."

Regulations have been adopted by the Board of Health regarding most of the subjects to which its duties relate. These regulations, in conjunction with the State Statutes on public health matters, provide the basic standards for the preservation of public health in Minnesota.

The Statutes make it a general duty of the Board of Health and its executive officer to see that all health laws and regulations are obeyed, but the actual enforcement of these laws is the special duty and responsibility of local boards of health, the health officers of cities and villages, and the chairmen of town boards of health.

District Health Units

The State Board of Health has set up a plan of District Health Units as a means of aiding local boards of health and health officers. Each District Health Unit office is a branch office of the Minnesota Department of Health,

and District Health Unit staff members are employed by the State Board of Health. The District Health Units do not assume any of the powers and duties of the local health authorities, nor do they alter the relation of local health authorities to the State Board of Health. Since the District Health Units are located in the immediate neighborhood of the people they serve, they allow the Department of Health to care for many public health problems with a degree of speed and efficiency that would not be possible if all such problems had to be handled through the central office.

Following are the counties included in each public health district and the headquarters for each:

- District 1: Beltrami, upper Cass, Clearwater, Hubbard, Itasca, Kittson, Koochiching, Lake of the Woods, Mahnomen, Marshall, Pennington, Polk, Red Lake, Roseau. **Headquarters**, 308 City Hall, Bemidji.
- District 2: Blue Earth, Brown, Carver, Faribault, LeSueur, Martin, McLeod, Nicollet, Scott, Sibley, Waseca, Watonwan. **Headquarters**, Court House, Mankato.
- District 3: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Winona. **Headquarters**, 212 City Hall, Rochester.
- District 4: Aitkin, Carlton, Cook, Lake, Pine, St. Louis. **Headquarters**, 115 Court House, Duluth 2.
- District 5: Chippewa, Cottonwood, Jackson, Lac qui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Yellow Medicine. **Headquarters**, Court House, Worthington.
- District 6: Anoka, Chisago, Dakota, rural Hennepin, Isanti, Kanabec, rural Ramsey, Washington, Wright. **Headquarters**, State Board of Health Building, University Campus, Minneapolis 14.
- District 7: Becker, Big Stone, Clay, Douglas, Grant, Norman, Otter Tail, Pope, Stevens, Swift, Traverse, Wilkin. **Headquarters**, 32 Manhattan Building, Fergus Falls.
- District 8: Benton, lower Cass, Crow Wing, Kandiyohi, Meeker, Mille Lacs, Morrison, Sherburne, Stearns, Todd, Wadena. **Headquarters**, Court House, Little Falls.

LOCAL PUBLIC HEALTH ADMINISTRATIONS

The Statutes of Minnesota provide for the organization of local boards of health and the appointment of health officers in the towns, villages, cities, and counties within the state. Section 145.01, Minnesota Statutes 1945, provides for the health administration within a town as follows:

"Every town board shall be a board of health within and for the town and have jurisdiction over every village within its boundaries wherein

no organized board of health exists. . . . If no member of a town board is a physician, it shall appoint a health officer for the town. . . ."

It is the duty of the chairman of the town board of health to take the legal steps necessary to control communicable disease and to carry out within his town all the health regulations and directions of the State Board of Health. Although the chairman of the town board is the responsible public health official of the town, each town board is required by law to appoint a physician to serve in an advisory capacity as medical health officer. He advises the chairman of the town board on such matters as diagnosis for the purpose of quarantine, release from quarantine, the details of necessary control methods, and other measures for protecting the public health.

The following provision for the organization of village, city, and county boards of health, and the appointment of their health officers, is also included in Section 145.01, Minnesota Statutes 1945:

" . . . Every village may, and every city shall, provide by ordinance for the establishment of a board of health therefore. . . . Two members of every county board, chosen by it yearly at its annual meeting, and one resident physician elected at the same time, shall constitute the county board of health, with jurisdiction over all unorganized towns therein, and with such other powers and duties in reference to the public health as the state board shall, by its published regulations, prescribe. . . . At least one member of every local board shall be a physician, who shall be the local health officer and executive of the board."

The duties of all local boards of health and all local health officers are stated, in Section 145.03 of the Minnesota Statutes 1945, which reads, in part, as follows:

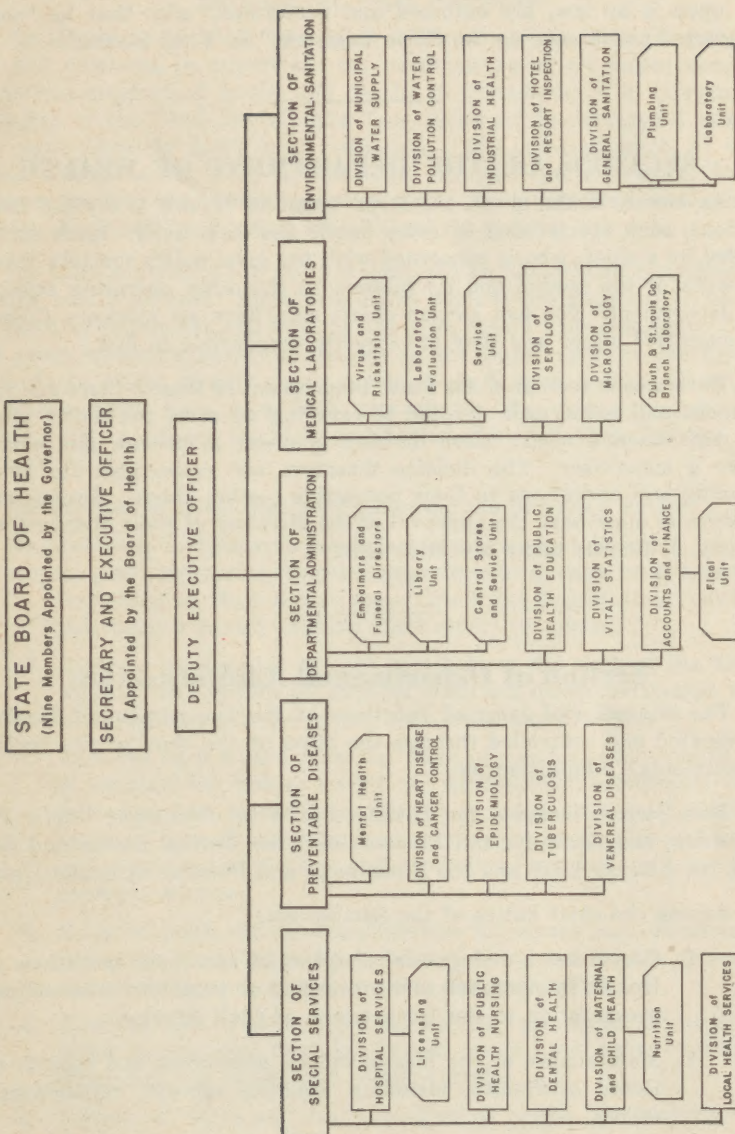
"All local boards of health and health officers shall make such investigations and reports, and obey such directions concerning communicable diseases as the state board may require or give; and, under the general supervision of the state board, they shall cause all laws and regulations relating to the public health to be obeyed and enforced. . . ."

Thus the actual enforcement of the health laws and regulations is a duty of the local boards of health and the local health officers. The State Board of Health, through its administrative and technical staff, may advise and help the local health authorities in the solution of public health problems. Many problems referred by local health authorities to the State Board of Health require investigations of the local situation.

THE STATE DEPARTMENT OF HEALTH

The State Board of Health performs its duties through the Minnesota Department of Health, in which are employed persons who are technically trained to do the required work. The organization of the Department of Health is shown in the chart on page 7.

MINNESOTA DEPARTMENT OF HEALTH



SEPTEMBER-1949

The executive officer of the State Board of Health is the administrative officer of the Minnesota Department of Health. He represents the Board of Health and carries out its orders and policies. The Statutes provide that "he shall see that all lawful rules and orders of the Board and all duties laid upon it by law, are enforced and performed," also that he "shall be designated and known as the State Registrar" of Vital Statistics.

SECTIONS OF THE DEPARTMENT OF HEALTH

As shown in the chart, the Department of Health is divided into five sections, each specializing in some public health activity. Each section is headed by a chief, who is concerned with top level policy matters involving the work of the section and its relation to the other operating sections of the department. The five section chiefs constitute an Advisory Council to the executive officer and they are directly responsible to him.

Within each section of the State Department of Health there are various divisions and units, each devoted to carrying on some particular phase of the department's work. Each division is under a director and each unit under a supervisor. The division directors are responsible for program planning and operations to their respective section chiefs. Actions of unit supervisors must have the approval of the directors of their divisions, unless the unit is directly under a section chief.

Section of Departmental Administration

The internal and external functions of the Department of Health are coordinated and controlled through the office of the chief of the Section of Departmental Administration.

This Section includes the Divisions of Vital Statistics, Public Health Education, and Accounts and Finance, also the Central Stores and Service Unit, the Library Unit, and the Embalmers and Funeral Directors Unit.

Among the chief duties of the Section are:

1. Coordination and general direction of personnel operations of the Health Department, and processing of personnel transactions for presentation to the Department of Civil Service.
2. Maintenance of the files of official documents and records of the Board of Health, including minutes, reports, regulations, and orders.
3. Administration of the State Narcotics Law.
4. Interpretations through its communications, personal interviews, and conferences, of the public health laws and regulations to local health officers and others.

5. Maintenance of liaison with other governmental agencies and offices in legal matters.

Division of Vital Statistics

The Division of Vital Statistics administers the Vital Registration Law and performs or supervises the performance of all duties necessary for the registration of births and deaths in Minnesota. For carrying out the duties of the Vital Registration Law there are in centers all over the state approximately 2,650 local registrars, 1,000 sub-registrars, 87 clerks of the district court, and, in addition, hospital administrators, funeral directors, licensed embalmers, and physicians. The work of all these persons must be correlated by the Division of Vital Statistics.

The local registrars are the township clerks, the village recorders, and the city health officers. Birth and death records are required to be filed with them by physicians and funeral directors within a specific time. Registrars must report violations of the law to the state registrar and forward to the clerks of the district court, within three days of receipt, all original certificates which have been filed with them. The clerks in turn, after verifying the accuracy of such certificates, forward them to the state registrar.

The Division of Vital Statistics performs the following duties:

1. Instructs and supervises all physicians, funeral directors, embalmers, sub-registrars, hospital superintendents and local registrars in regard to their duties under the Vital Registration Law, and maintains a record showing their reporting status.
2. Receives on the 11th of each month from the clerk of the district court of each county all original birth and death certificates which local registrars in the county have transmitted to him.
3. Receives each month from the clerk of court of each county, who is required by law to verify the accuracy of certificates transmitted to him by the local registrars, approximately 1,500 documents of correction authorizing amendment of current certificates; and makes the corrections indicated on the original birth and death records concerned.
4. Edits all birth and death certificates for errors and omissions not noticed and investigated by clerks of court, and obtains documents necessary to correct and complete the certificates.
5. Receives and weighs evidence for the correction of birth and death certificates filed in former years, but never previously corrected, and needed for certified copies.
6. Indexes all birth and death certificates before permanently filing them.
7. Edits and codes the cause of death on every death certificate, and writes the attending physician for more information on indefinite causes of death.
8. Makes statistical punch cards for all birth and death certificates.

9. Compiles and distributes monthly and annual statistical data on births and deaths occurring in Minnesota for the use of all official and non-official agencies and for the general public.
10. Makes certified copies of birth and death certificates for the general public upon request.
11. Cooperates with various national, state, and local agencies by furnishing duplicate punch cards or photo copies of certificates needed for the successful administration of their programs.
12. Establishes a replacement birth certificate for adopted children born in the state and for children legitimized by the marriage of their parents subsequent to birth of the children.
13. Advises and assists in the preparation of delayed registrations of births for persons who have no birth certificates.
14. Gives instructions on vital registration to medical, embalming, and nursing students at the University of Minnesota.
15. Maintains contacts with the National Office of Vital Statistics and with the Council on Vital Records and Vital Statistics of the United States with a view to achieving uniform standards of registration so far as is possible throughout the country.
16. Reports to the National Office of Vital Statistics each month the number of marriage licenses issued and divorce decrees granted in the state.
17. Makes and sends transcripts of all birth and death certificates to the National Office of Vital Statistics, Washington, D. C.
18. Through field representatives, makes contacts to instruct in vital registration methods and to enforce the Vital Registration Law.

Division of Public Health Education

The chief functions of this division are to coordinate all the informational services of the State Department of Health in both its internal and external relationships; to furnish health information to the people of the state; to work with the State Department of Education in promoting school health programs; to work with local health agencies, both official and voluntary, in promoting health activities. Specific functions of the division include the following:

1. To work with the State Department of Education in promoting health education in all schools and colleges in the state.
2. To provide counselling services in public health to school and college personnel.
3. To organize and present courses in public health subjects at the college level.
4. To assist in the creation and operation of school and community health councils.

5. To assist in planning and carrying out health days and other community health projects.
6. To assist in promoting local health services, conducting local health surveys, and finding and meeting local health problems.
7. To publish **Minnesota's Health**, the official bulletin of the Department of Health, also **School Health News** and other periodical bulletins.
8. To prepare news releases, radio scripts, manuals, study units, pamphlets, catalogs, articles, posters, and exhibits on public health subjects.
9. To maintain a library of films on public health subjects, for loan to individuals and agencies throughout the state.
10. To give talks on public health before professional and lay groups.
11. To plan and carry out programs for the orientation of staff members in the Department of Health.
12. To conduct studies on the needs for health education and to determine ways in which these needs can be met.

Division of Accounts and Finance

This division is the business office of the Department of Health. Its principal duties and responsibilities include the following:

1. To budget, account for, and report on the disbursement of all funds—state, federal and other—appropriated or allotted for the activities of the Department of Health.
2. To process, audit, and abstract payrolls and travel and expense accounts for submission to the state disbursing authorities.
3. To submit requisitions for the procurement of expendable and non-expendable property for the department.
4. To assist section chiefs in the preparation of budgets for the operation of their programs.

CENTRAL STORES AND SERVICE UNIT

This unit performs the following functions:

1. Serves as a distribution center for diphtheria toxoid, smallpox vaccine, and the other biologicals sent out by the Department of Health in response to requests from physicians throughout the state.
2. Stores and distributes educational literature for use by educational and public health personnel throughout the state.
3. Maintains the automobiles used by Health Department staff members in carrying on their work throughout the state.
4. Operates a duplicating service for the various sections of the Health Department.

5. Stores and distributes supplies and equipment for all sections of the Health Department.
6. Operates a mailing room for correspondence, publications, literature, and mailing outfits for bacteriological specimens distributed by the Health Department.
7. Maintains the perpetual inventories.

LIBRARY UNIT

The Library of the State Department of Health is a centralized reference service unit for the department. Besides standard journals and other works on public health, which are the bulk of the collection, the library includes an extensive file of reports of the health departments of other states and the Canadian provinces, publications of the United States Public Health Service, the American Public Health Association, and other health agencies, both official and voluntary. It also contains microfilmed material on public health subjects, and two microfilm viewers in which to use this material.

The chief functions of the library are as follows:

1. To organize, index, and make accessible the printed materials on public health subjects, so that they are easily available for reference and study.
2. To compile bibliographies and perform other reference work to assist members of the Health Department staff in the conduct of their work.
3. To keep the Health Department staff informed concerning new materials in the library relating to their work.
4. To make recommendations for the purchase of new materials desirable for the professional staff of the Health Department.
5. To operate a reading room where members of the Health Department staff, physicians, and other professional health workers, as well as students working in health subjects, may consult library materials connected with their work.
6. In general, to assist all public health workers in the state in problems in which library materials can be of aid, on the occasions when that aid is requested.

EMBALMERS AND FUNERAL DIRECTORS UNIT

This unit is charged with the administration of the laws relating to the examination and licensing of all persons concerned with the care and disposal of human dead. A Committee of Examiners consisting of three persons, two of whom represent the profession, and the third representing the Board of Health, is appointed by the board to assist it in such administration. The unit's principal duties involve:

1. Examination and licensing of embalmers and funeral directors.
2. Registering of apprentice embalmers and apprentice funeral directors.

3. Annual renewal of licenses of embalmers and funeral directors and registering apprentices.
4. Investigations of violations of the licensing law and violations of health laws and regulations pertaining to the preparation, care, and disposal of the dead.
5. Arranging educational meetings sponsored by the board for embalmers, funeral directors, and apprentices.

Section of Special Services

The Section of Special Services includes those divisions of the Department of Health which conduct programs of service in professional specialty categories and which present similar functional and administrative characteristics. The divisions included in Special Services are Maternal and Child Health, Public Health Nursing, Dental Health, Hospital Services, and Local Health Services.

Division of Maternal and Child Health

The chief functions of the Division of Maternal and Child Health are to aid in protecting the health of mothers and children through a program of prevention and education. This program consists mainly of:

1. Distribution of free educational material on maternal and child health.
2. Study courses carried out by correspondence and group instruction.
3. Presentation of postgraduate courses in obstetrics and pediatrics for professional groups.
4. Studies on illness and causes of death of mothers, infants, and children.
5. Advisory services given to local health agencies.
6. Disbursement of financial subsidies received from the United States Children's Bureau.
7. Advisory services on school health programs.
8. Advisory services to hospital nurseries in procedures for the care of premature infants.

NUTRITION UNIT

This unit operates a program designed to improve the nutritional knowledge and practices of the people of the state. The program is planned and carried out by a nutritionist, whose chief duties are to:

1. Plan, organize, direct, and conduct nutrition educational activities for mothers, infants, children, industrial workers, and persons with special diet problems.

2. Serve as a consultant on nutrition problems to public health nurses, managers of homes for convalescent, aged, and other persons, directors of school lunch programs, managers of hospital dietary departments, directors of feeding programs for nursery schools and summer camps, also to training institutions for public health nurses, teachers, home economists, and health educators.
3. Coordinate nutrition activities of the State Department of Health with those of other health and welfare agencies of the state.
4. Draft bulletins, charts, and pamphlets on nutrition for distribution to lay and professional groups.
5. Contribute to the nutritional knowledge of public health staff members, students in training for health work, and community organizations.

Division of Public Health Nursing

The Division of Public Health Nursing is responsible for carrying out the provisions of Minnesota Statutes 1945, Sections 145.09 to 145.12 inclusive. In performing its functions, the division operates through the central office and the eight district health units. Each district advisory nurse gives assistance and counsel, in line with policies set up by the Division of Public Health Nursing, to nurses employed by counties, cities, schools, tuberculosis sanatoria, and voluntary health agencies within the district. The chief duties performed by the Division of Public Health Nursing are to:

1. Promote public health nursing services in local communities.
2. Aid in the establishment of local nursing advisory committees.
3. Maintain a list of certified public health nurses for the use of nursing committees, boards of county commissioners, school boards, and other agencies wishing to employ public health nurses.
4. Draft manuals that follow scientifically accepted standards in public health, for the guidance of public health nurses in the development of local public health nursing programs.
5. Receive and analyze reports of local public health nurses, and from summarization of these reports make recommendations and plans for the improvement of local health services.
6. Keep public health nurses throughout the state informed on current trends in public health nursing.
7. Arrange in-service study conferences and institutes for public health nurses.
8. Cooperate with the School of Public Health of the University of Minnesota in the education and training of students in public health nursing.
9. Cooperate with the Board of Nurse Examiners and with professional nursing organizations in promotion of field experiences for students in schools of nursing.

Division of Dental Health

The Division of Dental Health works in close cooperation with the State Dental Association and the School of Dentistry of the University of Minnesota to promote and improve the dental health of all children and adults in the state. Prominent in the program of this division are the following activities:

1. Assist dentists throughout the state in the promotion of local dental health programs.
2. Supervise the education and training of dental health advisers (dental hygienists with special training in public health and education) to act as counsellors and coordinators of local dental health programs.
3. Draft educational materials on dental health for distribution to homes, schools, and community groups.
4. Conduct surveys throughout the state to determine the needs for dental care and the dental facilities available.
5. Conduct research studies in the causes, control, prevention, and treatment of dental diseases and abnormalities.
6. Set up and supervise demonstrational dental health programs.
7. Operate a dental health program in the schools of the state, through cooperation with educational personnel and public health nurses.
8. Compile and publish an annual report on the percentage of children of school age who receive adequate dental care each year through the school dental health program.
9. Operate postgraduate and refresher courses for practicing dentists.

Division of Hospital Services

The Division of Hospital Services is responsible for the overall hospital planning and construction program in the state. It is also concerned with the development and administration of the Hospital Survey and Construction Program which is conducted in cooperation with the U. S. Public Health Service under the provisions of Public Law 725 passed by the 79th Congress. This program provides grants of federal funds for one-third of the construction and equipment costs for needed hospitals and public health centers with high priority ratings in the Minnesota Plan in accordance with the amount of funds available.

The activities of the division include:

1. Development of the Minnesota Plan for Hospitals and Public Health Centers.
2. Periodic studies of existing hospitals, community needs, etc., in order to develop required annual revisions of the Plan and amendments as necessary.
3. Assisting local community groups with hospital planning programs.
4. Establishment of standards for construction and operation for hospitals and related institutions.

5. Investigation and approval of all proposed sites for new hospitals planned in the state.
6. Review of preliminary plans through joint conferences with the local community and the architect for all proposed new hospital construction, additions to existing facilities, and remodeling programs in the state.
7. Technical reviews of final working drawings and specifications for conformance with state licensing standards and/or federal regulations under Public Law 725.
8. Plumbing inspections at various stages of completion of all projects.
9. Investigations of existing institutions with particular reference to functional layout and sanitary facilities.
10. Periodic inspections of all federal projects prior to installment payments.
11. Acquainting the people of the state and various public and private agencies with the Minnesota Hospital Plan and the assistance it provides.

HOSPITAL LICENSING UNIT

The Minnesota Department of Health is empowered by law to license all places providing hospitalization for the sick or injured, chronic or convalescent care of aged or infirm persons, or care furnished in maternity homes and hospitals. The Hospital Licensing Unit works in close cooperation with the Division of Social Welfare of the State Department of Social Security and with the state fire marshal. In addition to licensing hospitals, this unit registers administrative heads of hospitals and sanatoria.

The chief duties of the unit in the hospital licensing program are:

1. To administer the state laws governing licensing of hospitals and related institutions.
2. To assist in establishment of licensing standards for hospitals and similar institutions.
3. To receive applications from, and to investigate, institutions subject to licensure.
4. To approve applications and issue licenses to institutions meeting requirements.
5. To visit licensed institutions periodically and make recommendations for changes to meet licensing requirements.
6. To maintain a register and publish a directory of licensed institutions.
7. To assist in the review of plans for new hospital construction for conformity with licensing standards.

The chief duties in the registration program are:

1. To administer the state law providing for registration of superintendents and administrative heads of hospitals and sanatoria.
2. To receive applications from administrative heads, and issue certificates of registration to qualified persons.

3. To maintain a register of hospital administrators registered under this law.
 4. To establish a list of approved courses in hospital administration.
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Section of Preventable Diseases

This section of the Health Department is concerned both with the acute communicable diseases and with certain chronic diseases that can be prevented or controlled by public health measures. The routine work of the Section of Preventable Diseases consists of epidemiology and the state-wide control of tuberculosis, cancer, heart disease, and the venereal diseases. The Mental Health Unit of the State Department of Health is also included in this section.

Division of Epidemiology

This division is concerned with investigating the causes, manner of spread, and methods of prevention of infectious diseases. Cases of communicable diseases must by law be reported to the Department of Health. Such reports go to the Division of Epidemiology, whose chief functions are:

1. To compile and analyze reports received on communicable diseases and to make these figures available to proper federal, state, and other authorities as well as other qualified persons or groups.
2. To make field investigations of epidemics and outbreaks of communicable diseases and assist local health officers and physicians in diagnosis, prevention, and control of communicable diseases.
3. To supervise chronic and convalescent typhoid carriers.
4. To investigate non-communicable diseases that may affect the public health.
5. To supervise the procurement and distribution of biological products used in preventing and treating communicable diseases.

Division of Tuberculosis

Cases of tuberculosis must by law be reported to the State Department of Health, and since 1913 a complete index has been made of cases and deaths occurring in Minnesota. The Division of Tuberculosis is concerned with the study of these reports, with the prevention of tuberculosis by promoting case-finding and by education of the public, and with the isolation of all active cases. These functions are carried out by means of the following activities:

1. Conducting mass chest x-ray surveys.
2. Assisting local health agencies in the organization of tuberculosis control programs.
3. Investigating situations resulting from the presence of active tuberculosis cases in homes, schools, and industries.

4. Providing consultant services to local sanatorium directors in their tuberculosis control programs.
5. Assisting local health agencies in investigating and hospitalizing active cases of tuberculosis.
6. Providing educational materials on tuberculosis for use in schools, community organizations, and homes.
7. Compiling data on the incidence and location of active cases of tuberculosis.
8. Assisting local agencies in organizing and operating tuberculosis record systems.

Division of Venereal Diseases

The program of the Division of Venereal Diseases includes education, case finding by workers specially trained in venereal disease control work, consultation service to physicians, and provision of assistance in plans for examination and treatment of problem cases or indigent cases. The Health Department provides physicians with drugs for treatment of venereal diseases in patients requiring assistance. All cases of syphilis, gonorrhea, and chancroid must by law be reported to the State Department of Health except in Minneapolis, where local physicians are required by city ordinance to report such cases to the Minneapolis Department of Health. These reports are later transcribed for the State Department of Health. The chief aspects of the venereal disease control program are as follows:

1. To receive and maintain a confidential file of case reports of individuals diagnosed or treated for venereal disease in Minnesota and to make statistical analyses of these records.
2. To investigate infectious cases and their contacts and see that treatment is continued in all cases where necessary, in close cooperation with physicians.
3. To carry on, in cooperation with the Division of Public Health Education, a broad educational program covering sex hygiene and venereal diseases, with emphasis on the training of prospective teachers. Lectures, literature, and films are available for these purposes.
4. In cooperation with physicians, clinics, hospitals, state institutions, and welfare agencies, to direct measures for controlling the spread of venereal diseases.
5. To furnish necessary drugs to private physicians or clinics where such aid is necessary to secure adequate treatment of venereal disease.
6. To aid physicians in handling problem cases by special consultation service and by close cooperation with the laboratory interpretation of all questionable serologic tests.

Division of Heart Disease and Cancer Control

The work of the Division of Heart Disease and Cancer Control is carried on in close cooperation with that of the Minnesota Division of the American Cancer Society, the Minnesota Heart Association, the University

of Minnesota Medical School, and the Cancer Committee of the Minnesota State Medical Society, in promoting the following program:

1. Carrying on statistical research on cancer and heart disease and preparing and distributing statistical information on cancer cases and cancer deaths in Minnesota.
2. Setting up facilities for registration of cancer and rheumatic fever by obtaining reports from hospitals and physicians.
3. Making facilities available for the diagnosis and treatment of cancer.
4. Aiding in the training of physicians and nurses in cancer and heart disease control measures through courses offered at the University of Minnesota, talks at hospital staff meetings and local medical society meetings, and distribution of suitable literature.
5. Sponsoring post-graduate seminars in heart disease control for physicians, nurses, and other professional groups at local conferences to be held in districts throughout the state.
6. Contributing to the cancer and heart disease education of the lay public, including high school and college students, through literature, exhibits, motion pictures, talks, study classes for community leaders, and other suitable methods.
7. Cooperating in the regional heart disease and cancer control programs now being carried on in several sections of the state and aiding in planning for the extension of such programs.

MENTAL HEALTH UNIT

The Mental Health Unit was created in 1947 when federal mental health funds were made available to the state. Since its inception the unit has been concerned with developing a statewide preventive mental health program. Chief functions of the Mental Health Unit are to:

1. Plan, organize, conduct, and interpret the mental health program in Minnesota.
2. Determine the eligibility of applicants for federal mental health funds and make recommendations for granting these funds.
3. Serve as a consultant to district health offices and local health agencies on local mental health problems.
4. Provide education in mental health through talks and the distribution of literature and films.
5. Conduct surveys of mental health needs of schools and communities and help to determine ways of meeting these needs.
6. Arrange continuation courses in mental health for various professional groups.
7. Provide accredited training for professional personnel.
8. Provide for demonstration programs in mental health.

Section of Medical Laboratories

This section serves the entire state in the examination of specimens for agents of communicable diseases. The service is available to all registered physicians within the state who desire such assistance. The section maintains a branch laboratory at Duluth which provides local services to the city of Duluth, also to St. Louis County and parts of neighboring counties. The section has two divisions, Microbiology and Serology; also three units, one for virus and rickettsial diseases, one for laboratory evaluation, and a service unit. Since the functions of the various divisions and units of the Medical Laboratories Section overlap to a considerable extent, they are presented here without separation. These functions are mainly to:

1. Conduct serological examinations (blood tests) to aid physicians in the diagnosis of syphilis, typhoid fever, paratyphoid fever, undulant fever, tularemia, and Rocky Mountain spotted fever.
2. Examine specimens under the microscope, study bacteria and other micro-organisms grown on culture media, and by inoculation of animals aid physicians in the diagnosis of diphtheria, tuberculosis, typhoid fever, paratyphoid fever, dysentery, undulant fever, tularemia, gonorrhea, malaria, and many other communicable diseases.
3. Determine the length of time a disease is infectious in order to know:
 - a. The progress that is being made by treatment.
 - b. The time when quarantine and other restrictions can be removed.
 - c. The measures that are necessary to protect the public health.
4. Assist physicians in the diagnosis of encephalitis, trichinosis, amebiasis, rabies, and several types of influenza and pneumonia.
5. Prepare silver nitrate capsules for distribution to physicians for prophylactic treatment of the eyes of newborn infants.
6. Prepare material for skin tests for tuberculosis.
7. Compile records and make reports to the proper authorities on examinations made in the laboratories.
8. Advise physicians, laboratory workers, and health authorities by letter or telephone on the interpretation of reports of diagnostic procedures and of laboratory findings on specimens examined.
9. Study the methods and techniques used in the laboratory and, by critical comparison of them to newer methods and techniques, decide which are most acceptable for public health work.
10. Conduct evaluation studies and maintain consultation service for public and private laboratories in the state.
11. Conduct courses for university students and other laboratory workers in public health bacteriology.
12. Prepare materials needed to conduct the many types of studies carried on in the laboratory.
13. In collaboration with the Division of Dental Health, determine *Lactobacillus acidophilus* counts on saliva specimens.

Section of Environmental Sanitation

This section performs the functions necessary to control diseases that are spread through environmental factors. Many of its activities are carried on in connection with those of other sections of the Health Department, with other state and federal agencies, and with units of local government. These activities include the conducting of classes for university students and other groups, and the drafting of informational materials. On the local level, the work of the section is directed principally toward giving assistance to units of local government in dealing with problems of sanitation that they are not able to solve for themselves.

Divisions within the section include General Sanitation; Municipal Water Supply; Water Pollution Control; Industrial Health; and Hotel and Resort Inspection. Their functions are:

Division of General Sanitation

1. Investigate water supplies and sewage disposal systems for schools, institutions, and resorts.
2. Examine plans and specifications for water supplies and sewage disposal systems for schools, institutions, and resorts.
3. Examine plans and specifications for plumbing installations for buildings constructed for public use.
4. Assist individual property owners in the development of plans for private water supplies and sewage disposal systems.
5. Investigate the sanitation of logging camps and of camps maintained by various civic organizations.
6. Advise municipalities on food sanitation programs and on the adoption of milk and restaurant ordinances.
7. Give advice on programs of insect and rodent control.
8. Provide technical assistance to local units of government on nuisance abatement.
9. Assist the Division of Hospital Services by making sanitary surveys of institutional hospitals.

LABORATORY UNIT

1. Provide laboratory services for the Section of Environmental Sanitation.
 - a. Make physical, chemical, biochemical, bacteriological, and biological examinations of samples collected during investigations of water supplies, stream and lake pollution, sewage and industrial waste disposal, public bathing places, food sanitation, and special problems in environmental sanitation.
 - b. Research on laboratory procedures and standards and on problems in other divisions of the section involving laboratory work.

2. Cooperate with other sections of the State Department of Health on laboratory work.
3. Provide instruction in the field to local laboratory personnel.

PLUMBING UNIT

1. Examine and license all master and journeyman plumbers.
2. Investigate plumbing installations in existing public buildings.
3. Aid the plumbing industry and the public to recognize faulty plumbing and to determine methods of correction.
4. Aid municipal officials in application of the Minnesota Plumbing Code.
5. Inspect and test plumbing installations for buildings constructed for public use.

Division of Municipal Water Supply

1. Examine plans and specifications for new municipal water supplies and swimming pools and for alterations or additions to existing systems and pools.
2. Investigate existing municipal water systems, railway drinking water supplies and swimming pools to determine their safety from a public health point of view.
3. Develop standards for safe and sanitary water supplies and swimming pools.
4. In cooperation with the Section of Preventable Diseases, study outbreaks of water-borne diseases.
5. Assist during emergencies in making a contaminated water supply safe for public use.

Division of Water Pollution Control

Under administrative direction of the Section of Environmental Sanitation, this division conducts the technical and administrative services directed by the State Water Pollution Control Commission under Chapter 395, Laws of 1945. These services include the following activities:

1. Investigate the character, extent, and effect of pollution of the waters of the state.
2. Recommend minimum requirements for treatment of sewage and industrial wastes for alleviation of pollution.
3. Examine plans for sewage and industrial waste disposal systems and inspect the construction of such systems for compliance with plans. Recommend approval of such plans and issue permits for operation of completed projects.
4. Investigate the operation of sewer systems and treatment works and recommend the continuance or revocation of permits for operation of such systems.

5. Assist at or conduct such public hearings or meetings as may be directed by the Commission.
6. Keep all records and files of the Commission.
7. Study, prepare, and recommend such rules and standards as may be considered necessary for the purposes of the Act.
8. Investigate and report on sanitary features of natural bathing places.
9. Investigate and report on sanitary features of municipal garbage disposal facilities.

Division of Industrial Health

1. Provide advisory medical, engineering, and nursing services to assist industry in the appraisal and control of industrial health hazards.
2. Receive and investigate reports of occupational disease.
3. Promote adequate medical services within industry.
4. Promote ethical pre-employment examinations and periodic physical examinations for workers in industry.
5. Confer with industrial physicians in regard to special problems or general industrial health problems.
6. Provide engineering personnel to study plant environment and to make recommendations for the control of health hazards found in industrial plants.
7. Promote adult hygiene programs.
8. Prepare and distribute information on industrial health subjects.

Division of Hotel and Resort Inspection

1. Inspect and license all places where sleeping accommodations, food or refreshments are furnished to the public.
2. Inspect and license all resorts and all small boats offered for hire.
3. Conduct educational activities, including classes of instruction for owners, managers, and employees of hotels, resorts, restaurants, and places of refreshment, to improve the sanitation of the establishments.
4. Advise municipalities on food sanitation ordinances and regulations.
5. Cooperate with lay groups in promotion of better food sanitation.
6. Conduct sanitary surveys of trailer camps.

HISTORY OF THE STATE DEPARTMENT OF HEALTH

At the request of the Minnesota State Medical Society and the American Medical Association, a bill prepared by Dr. Charles N. Hewitt of Red Wing, Minnesota, providing for the establishment of a State Board of Health, was

passed by the Legislature on March 4, 1872. The Board appointed by Governor Austin in accordance with this law was the fourth such board to be formed in the United States.* Doctor Hewitt was elected secretary and executive officer at the first meeting of the Board, and served in that office for nearly a quarter of a century. Dr. Hewitt was also appointed professor of Public Health at the University, the first such appointment in the United States. During his tenure of office as state health officer, he established many practices that are in general use today.

From 1872 to 1883 the Board had no direct authority over local boards of health. A law passed in 1883 required local boards of health to obey the reasonable directions of the State Board of Health, and to report to it the occurrence of communicable disease and the sanitary conditions of towns, villages and cities. This law also empowered the State Board of Health, through the adoption of regulations, to prescribe the duties of local health officers. By this law, for the first time, a direct official relation was established between the State Board of Health and the local health authorities of the towns, villages, and cities of the state.

From the time of the formation of the Board to 1894, its work was performed by its secretary and a few laboratory and clerical assistants. Many of the practices started during that time are still important functions of the Board. Others have been transferred to other official agencies. The examination of foods, started in 1873, was later transferred by law to a State Dairy and Food Department. The control of infectious diseases of animals, provided for by law in 1887 under the supervision of the Board of Health, was transferred in 1903 to a newly created State Live Stock Sanitary Board.

A bacteriological and chemical laboratory was established by the Board in 1889 and has been operated continuously since then as one of the most valuable public health activities of the state. Routine bacteriological diagnosis of tuberculosis was started in 1891, and laboratory diagnosis of diphtheria began in 1894. Minnesota was one of the first states to use culture methods in the diagnosis of diphtheria. A station for the manufacture of vaccine virus for smallpox vaccination was started by the Board in 1890, but was discontinued in 1897 when Doctor Hewitt retired as secretary.

In 1894 the administrative offices of the Board were moved from Red Wing to the Pioneer Press Building in St. Paul. The laboratories were moved to quarters provided at the State University by the Board of Regents. The branch laboratory established in Duluth in 1905 is still in operation. Another branch laboratory established in Mankato in 1912 was discontinued in 1918. In 1907 the Board established a Pasteur Institute for the prevention of rabies by use of Pasteur treatments. This institute was discontinued in 1921.

Division of Functions

The constant expansion of public health activities has resulted in many changes in the organization of the Department of Health. The first division

* Massachusetts, 1869; California, 1870; Virginia, February 13, 1872; Minnesota, March 4, 1872.

of function was made in 1896, when the Board created a Bacteriology Department and an Infectious Diseases of Animals Department. In 1904 the General and Executive Offices of the Board were moved from the Pioneer Press Building to the new State Capitol Building.

The next major reorganization took place in 1910. The epidemiological work had become too extensive to be handled by the executive officer and his assistants. A Division of Epidemiology was created to take over such work under a division director. A Division of Engineering was created with a director in charge to handle problems previously handled by engineers employed for short periods on a part-time basis. The Bacteriology Department was transformed into a Division of Laboratories, which embraced both the bacteriological and chemical laboratories under the charge of a division director.

Further changes in the organization of the divisions were made in 1914. The Division of Preventable Diseases created at that time included the work of the previous Division of Epidemiology, the Pasteur Institute, and that part of the Division of Laboratories that pertained directly to communicable disease control. The new Division of Sanitation took over the investigative and advisory work which previously had been under the Division of Engineering, and in addition took over that part of the work of the Division of Laboratories which pertained to the examination of water, milk, sewage, and other problems in environmental sanitation. The collecting and recording of vital statistics had been assigned to the State Board of Health in 1887. A Division of Vital Statistics was created in 1915 under a director to carry on the work of collecting, preserving, and tabulating the records of births and deaths and the general administration of the Vital Statistics Law.

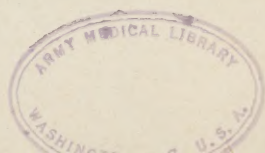
In 1917 the Board provided that the "assistant secretary," who had been appointed in 1906, should head as director a newly created Division of Records. The title of this division was changed in 1927 to Division of Administration.

A Division of Venereal Diseases was created in 1918 as an emergency war measure. When federal aid was discontinued in 1922, the Minnesota Legislature appreciated the necessity of continuing this control program and has continued up to the present to make biennial appropriations for it.

Further Expansions

The Division of Child Hygiene was created following the passage in 1921 of a state law which authorized the Board to provide instruction and advice for the protection of maternity and infancy, to cooperate with federal authorities under the federal Sheppard-Towner Act, and to accept and use federal funds provided for in that Act as an aid to the states. In

1923 the Legislature appropriated money to the Board for this activity and has continued to do so since that time. This division operated the Emergency Maternity and Infancy Care program set up by the federal government during World War II to provide emergency maternity care for the



wives of enlisted men in the four lowest pay grades of the services, and care during illness, also vaccinations and immunizations for their infants during the first year of life.

When the State Governmental Reorganization Law was enacted in 1925, it transferred to the Board the duty of administering the law relating to the inspection and licensing of hotels and restaurants which previously had been administered by a separate State Department of Hotel Inspection. To perform this function, the Board in 1925 created a Division of Hotel Inspection and made the chief hotel inspector also the director of the division.

The Division of Public Health Nursing was created by the Board in 1938 by establishing as an administrative unit the public health nursing program then existing within the Division of Child Hygiene.

The Division of Industrial Health was created July 1, 1941, from a program jointly operated by the Divisions of Preventable Diseases and Sanitation. This was done to aid industry with its problems of occupational diseases and industrial medicine.

The Division of Dental Health was created July 1, 1942, out of the dental health unit that had operated since 1936 in the Division of Child Hygiene.

New divisions created recently have been those of Cancer Control in 1946 (changed to Heart Disease and Cancer Control, 1949), and Hospital Services, Local Health Services, and Public Health Education, all in 1947.

On January 1, 1947, the Department of Health was completely reorganized by order of the Board. Under the new plan of organization, the work of the department was set up under five large sections, each including several divisions and units, as shown in the chart on page 7. Names of section chiefs are listed inside the front cover of this booklet.

This brief outline of the changing structure of the State Board of Health shows the rapidly increasing expansion of public health interests in Minnesota as well as in the country as a whole.

The science of preventive medicine and public health has developed rapidly during the past 75 years. This development has been due to increased public demand for a broader and more intensive program of public health administration and disease prevention. When the State Board of Health was created in 1872, practically all of the official public health work of the state was performed by one part-time physician and a clerk. Today this work requires a department with a staff of about 300 persons to perform the duties placed upon it by law.

